DOCUMENT RESUME

ED 163 239 08 CE 018 911

AUTHOR McClurg, Ronald B.
TITLE Common Intra-Cluster Competencies Needed in Selected Occupational Clusters. Final Report. Supplemental Volume XII: Occupational Therapist.
INSTITUTION Des Moines Area Community Coll., Ankeny, Iowa.
SPONS AGENCY Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C.
BUREAU NO 409AH60116
PUB DATE May 78
GRANT G007603320
NOTE 35p.; Not available in hard copy due to reproducibility problems. For related documents see CE 018 899-916

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS Cluster Grouping; *Data Analysis; *Health Occupations; *Job Analysis; *Job Skills; Occupational Clusters; *Occupational Therapists; *Task Analysis

ABSTRACT

An analysis of survey responses from a sample of occupational therapists on competency characteristics for their occupation is presented in this document. (Occupational therapist is one of seventeen occupation groups included in this research.) The competencies are reported in five categories: (1) those competencies selected by the respondents from a list of 720 health occupations competencies; (2) the percentage rate which respondents reported practicing the competency item; (3) type of competency (indicated as the performance of a physical skill or action, or an understanding or mental comprehension); (4) use frequency (daily, weekly, monthly); and (5) training needed to achieve proficiency in that competency (formal instruction, demonstration, on-the-job). (The final report of the survey is available as CE 018 899. Survey results for the other occupational groups are also available--see CE 018 900-916.) (JH)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED163239

Final Report

Project No. 498 AH 60116

Grant No. G007 603 320

Ronald B. McClurg, Ph.D.

Des Moines Area Community College

2006 Ankeny Boulevard

Ankeny, Iowa 50021

Common Intra-Cluster Competencies Needed in Selected Occupational Clusters

Supplemental Volume XII: Occupational Therapist

May, 1978

U.S. DEPARTMENT OF

HEALTH, EDUCATION, AND WELFARE

Office of Education

Bureau of

Occupational and Adult Education

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

CE 018 911

Forward

This volume contains detailed competency characteristics collected in the vocational education research project entitled "Common Intracluster Competencies Needed in Selected Occupational Clusters - Health Occupations".

The information herein summarizes the responses of one of the seventeen occupational groups included in the research. The study included 720 individual competency items, both skills and understandings, which were presented to a sample of health occupation employees in Iowa and/or the central states area.

The data included in this volume summarizes the responses by those surveyed in the occupation listed on the cover.

Description of the Data

Essentially five competency characteristics are presented on the pages that follow. The total number of respondents to the survey is indicated following the table heading in the format N=__. Those characteristics include:

1. Competencies reported by respondents -

   The first column is a list of the competencies reported by respondents. Each competency carries the item number from the comprehensive listing utilized in the research process and as presented in the main report. Competencies not reported by respondents were not included to preserve space.

2. Practice rate -

The second column presents the percentage rate which respondents reported practicing the competency item. Practice rates of fifteen percent or less are indicated by an asterisk (*) and lack additional characteristic percentage computations because of their small cell size.

The remaining three competency characteristics represent responses of those who indicated that they practiced the competency.

3. Type of competency -

Columns three and four indicate the percentage of the type of competency which respondents indicated characterized the nature of their activity. An "S" indicates the performance of a physical skill or physical action, while a "U" reflects that an understanding or mental comprehension only was needed for the competency. (See the Glossary in the main report for working definitions of skill and understanding).

4. Use frequency -

Distribution of the percentage of frequency which competencies were practiced, for those who reported possession of them, is presented in columns five, six, and seven. "D" in column five represents a competency exercised daily, "W" in column six represents a weekly frequency, while "M" in column seven reflects monthly or less frequent practice.

5. Training needed -

The final three columns summarize the percentage distribution of the nature of training which respondents felt was necessary to achieve proficiency in the competency. The "I" in column eight represents formal instruction, such as would be presented in an academic setting. A "D" (column nine) indicates that a demonstration of how to perform the competency is all that is needed to achieve proficiency, while "E" in column ten indicates that on-the-job exposure is adequate for developing the competency.

Rounded, whole-number percent figures were used in the preparation of this report, since the findings were considered to represent trends more than finite characteristics. Multiple column computations were forced to total 100 percent by the rounding process except for those items where equal numbers in each of three columns were reported. In those cases the total of 99 percent reflects all responses reported.

Using the Data

Possible uses and applications of the data are presented in the main body of the research report. The material presented in this supplementary volume will be of most value to those concerned solely with the occupational field which is treated herein.

Competency Characteristics Reported by OCCUPATIONAL THERAPIST (by percent) N=35

Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
1. Seek guidance to improve performance in patient care.	90	37	63	42	26	32	17	11	72
2. Participate in/conduct demonstrations of procedures and equipment (in-service).	86	75	25	17	0	83	25	42	33
3. Orient new personnel to unit facilities, routines and other personnel.	71	67	33	13	0	87	7	20	73
4. Advise health professionals on the technicalities and procedures involved in operating special equipment.	71	70	30	0	10	90	30	0	70
5. Practice established routines and policies of the health care facility.	86	44	56	89	0	11	29	6	65
6. Supervise subordinates within the health care facility.	57	63	37	63	25	12	50	12	38
7. Give "on the job" instruction.	62	38	62	29	14	57	21	14	65
8. Advise staff concerning medical jurisprudence.	29	25	75	25	0	75	50	25	25
9. Develop criteria for the selection of records for review and retention.	33	14	86	0	29	71	72	14	14
10. Establish work priorities and schedule work assignments.	71	70	30	70	20	10	20	0	80

Competency	Practice Rate	Type		Use Frequency			Training Needed		
		S	U	D	W	M	I	D	E
11. Identify operational deficiencies and recommend corrections.	67	36	64	14	21	65	29	7	64
12. Evaluate subordinate employee performance.	43	50	50	33	0	67	0	33	67
13. Develop job description.	62	31	69	0	0	100	45	0	55
14. Consult with health professionals on purchasing/ constructing/using special appliances.	64	67	33	0	11	89	89	0	11
16. Maintain standards of employees' personal hygiene as related to job performance.	36	20	80	40	0	60	40	0	60
17. Insure that all subordinates are on duty.	24	40	60	50	0	50	20	20	60
18. Attend and participate on staff meetings.	86	58	42	0	75	25	33	0	67
19. Develop policies and establish departmental procedures.	52	27	73	10	10	80	55	0	45
20. Inform personnel of new or changed policies and procedures.	43	50	50	0	50	50	33	17	50
21. Provide liaison between doctor and other professional associates.	25	60	40	80	0	20	40	0	60
23. Coordinate work schedules with other departments.	67	43	57	57	7	36	14	7	79
24. Teach special procedures to department members/ students/health care professionals.	71	80	20	10	0	90	70	0	30

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
25.	Teach safety techniques as needed.	76	75	25	31	15	54	46	27	27
26.	Develop hospital disaster plan.	21	0	100	0	0	100	33	0	27
27.	Inform personnel of potential hazards in their working areas.	38	50	50	0	0	100	12	25	63
28.	Demonstrate tact in giving and withholding information concerning patient care/operations of the health care facility.	79	9	91	45	9	46	20	10	70
29.	Represent the department and facility at community meetings.	48	70	30	20	0	80	11	0	89
30.	Attend meetings and participate in community activities related to doctor's practice.	*								
31.	Arrange meetings, conferences/travel accomodations.	38	75	25	0	37	63	0	12	88
32.	Assist in the orientation of volunteers, students, and new staff.	79	73	27	0	27	73	9	9	82
33.	Recommend materials to be used in training volunteers.	33	71	29	0	14	86	43	14	43
34.	Train volunteers in specific techniques.	57	88	12	0	0	100	33	11	56
35.	Participate in public relation activities as directed.	57	75	25	17	0	83	9	9	82

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
36.	Conduct tours of facilities.	71	80	20	20	0	80	10	0	90
37.	Obtain and deliver supplies for patient's entertainment or recreation.	62	92	8	38	8	54	54	8	38
39.	Assist patient with personal hygiene and grooming.	76	81	19	50	19	31	63	13	24
40.	Assist patient in and out of bed.	79	100	0	36	0	64	64	18	18
41.	Assist patient in walking.	67	86	14	42	29	29	71	7	22
42.	Transport patient on stretcher/wheelchair.	86	100	0	67	0	33	42	33	25
43.	Prepare food so patient may feed self or feed the patient.	33	71	29	43	29	28	57	0	43
44.	Assist patient in use of commode, urinal or bedpan.	29	100	0	25	0	75	50	25	25
46.	Assist in resolving patient complaints.	79	55	45	45	18	37	18	9	73
47.	Obtain signature on various patient/family consent forms.	19	75	25	40	0	60	20	20	60
48.	Teach patient/family, preventative general health care.	43	50	50	17	0	83	67	0	33
50.	Assist patient in active/passive exercise.	100	93	7	57	14	29	79	21	0

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
51.	Obtain information from patient/family.	67	64	36	50	14	36	43	7	50
52.	Orient patient/family to health care facility.	50	86	14	14	43	43	17	50	33
53.	Receive patient, explain tests and procedures to them and ally their fears.	43	45	55	33	11	56	33	22	45
54.	Attend to patient's comfort before, during, and after examination/tests/treatment.	*								
58.	Assist patient in planning for health care facility.	29	75	25	25	0	75	25	0	75
59.	Administer manual massage.	*								
60.	Explain therapy procedures in lay terms.	86	50	50	42	8	50	92	8	0
61.	Explain follow-up services to patient.	29	67	33	17	0	83	17	16	67
62.	Help patient develop positive attitudes toward their illness/confinement.	100	50	50	57	29	14	62	8	30
63.	Assist in establishing a comfortable relationship between the patient and the health care professional.	62	62	38	85	0	15	54	8	38
64.	Observe negative/positive physical and emotional responses to treatments, medications, nursing care, etc.	86	42	58	100	0	0	75	8	18

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
65.	Interpret patient's signs, symptoms, behavior, etc.	67	50	50	93	0	7	71	7	22
66.	Identify strengths/weakness of care plan.	64	22	78	44	11	45	56	0	44
67.	Observe patient's general physical condition, appearance, and behavior.	86	44	56	94	0	6	78	0	22
68.	Observe, measure, and record patient fluid intake/output.	*								
69.	Record and chart vital signs, height, weight, and/or other conditions as directed by health care professional.	*								
71.	Follow established admitting procedures.	*								
75.	Complete insurance forms.	*								
77.	Schedule patient treatment sessions.	76	69	31	69	19	12	25	6	69
78.	Maintain record of all requests for patient information.	*								
79.	Obtain charts of patients for whom information is requested.	38	63	37	87	0	13	50	12	38
80.	Prepare patient record folder (chart).	57	87	13	25	25	50	38	37	25

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
82.	Sort/file/organize documents, certificates, patient records, etc.	29	100	0	50	25	25	75	25	0
85.	Maintain and prepare productivity reports.	33	71	29	43	29	28	67	17	16
87.	Prepare daily census.	52	64	36	100	0	0	20	20	60
92.	Prepare requisitions.	43	50	50	0	33	67	67	20	13
93.	Handle telephone calls.	62	77	23	92	0	8	0	15	85
95.	Prepare correspondence/report/summary (not forms).	43	44	56	22	45	33	56	11	33
102.	Check/maintain charting of treatments and medications, procedures, orders, observations.	36	60	40	40	60	0	67	17	16
103.	Maintain personal information card index on each patient.	48	90	10	70	20	10	70	0	30
104.	Gather data to complete reports for government agencies.	*								
107.	Operate office business machines.	38	87	13	25	12	63	0	62	38
108.	Initiate and maintain a medical record file for patients.	21	67	33	67	33	0	67	0	33
111.	Maintain catalogs of supplies and equipment.	57	17	83	27	0	73	20	30	50
112.	Prepare statistical reports in regard to patient visits and procedures.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
113.	Maintain a fee schedule for services.	19	50	50	67	0	33	33	33	33
115.	Follow established procedure in filing incident reports.	62	54	46	23	0	77	23	31	46
118.	Receive and record physician's verbal orders.	21	67	33	33	0	67	100	0	0
120.	Follow established procedures for processing authorization/accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	21	100	0	33	0	67	67	0	33
121.	Apply restraints.	24	100	0	20	0	80	0	60	40
122.	Adjust side rails and height of bed.	29	75	25	50	0	50	25	50	25
127.	Use footboards.	29	50	50	0	40	60	17	50	33
128.	Turn and place patient in correct body alignment.	43	100	0	17	0	83	67	33	0
129.	Use sheepskins, lambswool pads.	*								
131.	Use trochanter rolls, sandbags.	19	50	50	0	0	100	75	0	25
132.	Teach patient, family, staff the relation of rehabilitation activities to daily living.	57	63	37	50	12	38	87	13	0
140.	Assist with/apply ace bandages and elastic stockings.	21	100	0	0	33	67	100	0	0

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
148.	Accumulate and process data for doctor's interpretation.	*								
151.	Evaluate adequacy of work space.	29	50	50	17	0	83	67	17	16
155.	Improvise or modify equipment for special requirements.	48	90	10	10	10	80	80	10	10
160.	Perform preliminary interpretations of observations for doctor.	*								
163.	Know and apply basic first aid techniques including artificial respiration and cardiac resuscitation.	52	64	36	12	0	88	82	18	0
165.	Know the function of and be able to apply this knowledge to the use of special beds and frames.	19	50	50	0	0	100	100	0	0
168.	Set up and adjust traction equipment for use by patient.	*								
169.	Check limb braces for function, comfort and fit. Adjust them as necessary.	24	60	40	25	0	75	60	20	20
170.	Recognize the need for adjustment in traction devices.	*								
172.	Be knowledgeable of limb braces and be able to apply them.	*								
179.	Perform routine measurement of range of motion and muscle testing.	52	82	18	36	27	37	73	9	18

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
221.	Prepare statistical reports.	29	50	50	20	0	80	43	14	43
224.	Provide reports or extract data for Medical Staff Committees.	*								
230.	Abstract information from record (including medical audit).	*								
232.	Notify physicians concerning incomplete records.	*								
237.	Recommend policies for departmental functions.	38	13	87	0	13	87	38	0	62
279.	Operate audiovisual equipment, e.g., projector, recorder, etc.	33	100	0	0	57	43	29	57	14
406.	Apply and remove braces.	*								
452.	Describe the nature of patient's illness or injury.	*								
569.	Select activities for treatment plan based on client preferences.	67	71	29	85	8	7	77	0	23
570.	Prepare materials for therapy sessions in advance.	71	100	0	100	0	0	56	22	22
571.	Use client behavioral modification techniques to achieve desired behaviors.	71	87	13	73	0	27	80	7	13

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
572.	Evaluate progress of client during treatment sessions.	64	44	56	78	11	11	44	12	44
573.	Plan activities typical of normal neuro-muscular development within bounds of client's capabilities.	52	78	22	91	0	9	91	0	9
574.	Provide activity which develop motor skills (gross, fine, reflex, and perceptual).	86	92	8	75	0	25	91	9	0
575.	Provide activity which develop postural reaction.	52	91	9	73	18	9	91	0	9
576.	Plan activities typical of normal cognative/ discriminative development within bound of client's capabilities.	86	92	8	83	8	9	73	9	18
577.	Provide activity which call for one to several mental steps.	86	83	17	78	17	5	83	6	11
578.	Provide activities which encourage conceptual development.	79	100	0	56	22	22	70	10	20
579.	Provide activities which develop self-expression/interpersonal relationships.	81	88	12	88	6	6	82	0	18
580.	Provide activities to optimize strength, endurance, range of motion and coordination.	86	100	0	75	8	17	73	8	19

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
581.	Modify, adjust or fabricate body supports or controls as needed and as directed.	38	75	25	12	0	88	75	13	12
582.	Check for proper fit on splints, body supports, and controls by observing white/ red pressure spots.	50	100	0	57	0	43	86	14	0
583.	Provide problem solving situations in use of prosthetic device.	33	57	43	14	0	86	71	0	29
584.	Assist in evaluation client's work habits/ tolerance level/work skills.	79	64	36	73	9	18	73	9	18
585.	Recommend other therapies to client as needs arise.	57	25	75	8	8	84	67	8	25
586.	Review patient's clinical history.	79	45	55	45	36	19	82	0	18
610.	Perform artificial respiration.	29	25	75	0	0	100	100	0	0
622.	Recognize expected reactions to treatment.	21	33	67	67	0	33	67	0	33
623.	Recognize complications of adverse reactions to treatments.	24	40	60	67	0	33	100	0	0
624.	Minimize hazards throughout the health care facility.	50	43	57	57	0	43	71	0	29

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
625.	Arrange equipment for convenient and safe use.	29	67	33	80	0	20	80	0	20
633.	Understands cause and prevention of decubitt.	38	62	38	57	0	43	100	0	0
634.	Knows routine for fire in patient area and demonstrates knowledge of procedures for securing the building and reassuring and aiding patients.	71	20	80	10	10	80	45	0	55
635.	Has an understanding of fire prevention and control.	62	31	69	40	0	60	54	15	31
637.	Introduce patient to activities appropriate to his capabilities.	71	67	33	88	0	12	79	0	21
638.	Help patient make contacts with various agencies within the community.	57	50	50	13	12	75	50	0	50
639.	Guide patient in use of prosthetic devices.	43	89	11	14	0	86	100	0	0
640.	Help patient develop written and oral communication skills.	71	90	10	10	30	60	80	10	10
641.	Instruct patient about available self-help devices.	67	93	7	21	14	65	100	0	0
642.	Work with patient to develop vocational skills.	57	75	25	12	38	50	100	0	0

	Competency	Practice Rate	Type S	Type U	Use Frequency D	Use Frequency W	Use Frequency M	Training Needed I	Training Needed D	Training Needed E
645.	Immediately report deviations of patient's vital signs from the normal.	19	100	0	25	25	50	100	0	0
650.	Persuade and motivate patients to participate in therapy sessions.	79	91	9	91	0	9	67	11	22
651.	Direct patient to project completion by praise and encouragement.	67	79	21	86	7	7	57	14	29
652.	Teach patient to perform activity by instructing and demonstrating.	79	91	9	92	8	0	55	27	18
653.	Adapt teaching techniques to capabilities of patient.	67	71	29	93	0	7	71	7	22
663.	Select appropriate home care technique for each patient.	19	75	25	25	25	50	50	0	50
670.	Abstract simple data from patient's chart.	43	67	33	50	17	33	67	0	33
672.	Prep patient using correct procedures and solutions.	29	50	50	25	0	75	75	25	0
675.	Teach patients exercise programs.	57	92	8	58	25	17	83	8	9
676.	Assist patients with vocational/family counseling.	*								
685.	Dispense medications when ordered by health professional.	*								

	Competency	Practice Rate	Type		Use Frequency			Training Needed		
			S	U	D	W	M	I	D	E
692.	Clean and maintain service area and equipment, within area of responsibility.	71	100	0	82	9	9	0	45	55
693.	Order/inventory and store equipment and supplies.	48	100	0	10	20	70	70	30	0
696.	Determine if equipment needs repair.	71	40	60	9	27	64	11	33	56
697.	Schedule/perform maintenance on equipment.	24	100	0	20	0	80	80	20	0
702.	Clean, sharpen and maintain instruments/equipment as required.	29	100	0	0	67	33	0	75	25
708.	Inspect all areas and rooms for proper housekeeping, temperature, and adequate supplies.	36	80	20	50	17	33	0	25	75
713.	Check invoices against purchase orders.	19	75	25	25	25	0	25	0	75
714.	Organize storage areas for equipment, supplies, drugs.	29	100	0	0	25	75	0	25	75
719.	Follow procedures for control and security of medical supplies, drugs, equipment.	*								